



## **Communications and Outreach Manager**

**Organization:** Coastal Quest  
**Position Type:** Full-time  
**Location:** Headquarters in Oakland, CA, with hybrid remote work option

### **Organization Description:**

Coastal Quest is a 501(c)3 nonprofit working collaboratively with communities to build a more resilient coast by increasing inclusive, science-based planning, governance, financing, and project implementation for a just, prosperous, and sustainable future. Coastal Quest works around the world, from white water to blue water, on lakes and shorelines, and at the land-water connection. We provide project management, science and technical expertise, connect partners with financial and human resources, contract management, grantmaking, and facilitation of public-private partnerships. We are purposefully nimble, designed to solve multifaceted and complex coastal issues. We are here to achieve resilience goals, reduce threats, and implement solutions.

### **Essential Functions:**

The Communications and Outreach Manager will support Coastal Quest as we grow and build innovative programs that tell compelling stories and enhance our communications pipeline. This role involves creating public relations and marketing materials such as the website and social media, press releases, and programmatic support such as grant writing and assisting with virtual and in-person conference series. This role also involves being a liaison for the Board of Directors, assisting in Board meeting preparation, agenda development, and meeting logistics. The Communication and Outreach Manager will work on a wide range of projects and programs for the organization and will need excellent time management skills and the ability to manage multiple workstreams simultaneously.

### **Primary Responsibilities:**

- Support the development of organizational communications strategic plan and implement it.
- Leads development of digital content for the organization, including websites, social media, blogs, videos, talking points, case studies, communication plans, and presentations.
- Support small grants program, including general grantee support, dissemination of grantee deliverables, and outreach to strengthen communication between stakeholders.
- Support fiscally sponsored projects with technical expertise, including communications, outreach, writing, etc.
- Grant, proposal, report writing and support, as well as editing and review of similar documents.
- Support developing virtual and in-person conferences and workshops from start to finish, including marketing material, contact management and outreach, conference logistics, virtual and in-person support.
- Board coordination and liaison functions including Board communication, developing agendas, organizing meetings, creating materials such as board books and dockets, and day-of tasks such as note-taking.
- Perform general activities and project support on a variety of programs, such as consultation with Tribal Nations and outreach and engagement with Community Based Organizations and government stakeholders.
- Support multiple projects with the ability to work independently, set deadlines, and ensuring personal accountability.



**Qualifications:**

- Possession of an analytical, strategic, and creative approach to problem solving.
- Ability to produce products in a timely fashion through collaborative processes.
- Strong written and oral communication skills and a working knowledge of all Microsoft Office programs, including Word, PowerPoint, and basic statistical functions in Excel.
- Demonstrated experience with social media and other marketing platforms.
- Demonstrated experience in WordPress and using marketing platforms like Mailchimp or CRM.
- Strong project management experience.
- Proven track record of writing winning grant proposals and delivering programs.
- Acts independently on assigned tasks and exercises independent judgements based on analysis, experience, and judgement.
- The ability to be a self-starter who assumes hands-on responsibility, balances competing priorities and deadlines, and demonstrates sound judgment and good problem-solving skills.
- Experience working with a diverse and inclusive audiences.
- Strong, personal commitment to realizing the mission of Coastal Quest.

**Knowledge and Experience:**

- Minimum of a bachelor's degree and 5+ years professional experience working in relevant field.
- Interdisciplinary training in social sciences, planning, communications, coastal and/or marine systems, climate adaptation, organizational effectiveness, communications preferred.
- Experience in managing complex or multiple projects and timelines, including staffing, workloads, contracts, budgets, and finances under deadlines.
- Experience with running and facilitating meetings.
- Experience researching, critically analyzing, and evaluating information from divergent sources and compiling it into cohesive reports and recommendations for strategy and action.
- Experience in partnership development with business, nonprofit partners, community groups, and/or government agencies.
- Writing winning proposals and reporting on impact.
- Critical analytical thinking experience, including quantitative and analytical skills, problem solving, and adaptability.
- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.

**Application Instructions:** Please submit the following in 1 pdf to [info@coastal-quest.org](mailto:info@coastal-quest.org):

- 1 page cover letter and resume
- 1 writing sample
- 3 references

**Salary:** \$75,000-\$95,000 depending on qualifications and experience

**Benefits:** Competitive package, including health, eye, dental, 401k, paid time off, holidays and sick leave

**Closing Date:** January 21, 2022

**Location:** Headquarters in Oakland, CA, with hybrid remote work option

*Coastal Quest is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.*